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# AREA BOARD XIII

## Office of the State Council on Developmental Disabilities

State of California

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### Draft

### Executive Committee Minutes

### June 18, 2009

In Attendance: Bill Collins, Lori Kay, Rigoberto Zavala, Sara Fraunces, Mary Ellen Stives

Excused Absence: Lisa Keller

Members of the Public: Moira Allbritton

The meeting was called to order at 6:15. The agenda and minutes were approved with a correction to the agenda, which was to add "Public Comment". It was later questioned that since one member had abstained from the vote, a quorum had not been established, so the minutes will be reviewed at the next meeting.

**Public Comment:** Moira Allbritton requested to speak on the issue of letterhead usage, which was brought up at the last full board of directors meeting. Moira began by thanking those board members who contacted her, and she apologized to Bill for not running the letter by him prior to sending. Moira suggested that a cohesive set of standing rules be adopted to prevent this type of confusion in the future.

Following discussion, the Executive Committee decided against forming a Rules Committee in favor of allowing the Executive Committee to handle on a case-by-case basis. The Executive Committee decided that letters from committees going out on letterhead be run by the board chair or vice-chair prior to being sent. The issue of ABXIII representation at community meetings was also discussed. Mary Ellen suggested we address some of these issues at the board retreat in September, to which Rigo agreed.

**By-Laws:** Sara moved to approve the changes, Lori seconded, motion passed. Sara addressed other by-law issues (as New Business) following a more in depth review of the other Area Board by-laws. It was agreed that these by-laws would be reviewed again at the Executive Committee meeting in August.

**Protocol for Executive Committee Minutes:** Sara requested that either everyone be named in minutes, or no one be named. Mary Ellen stated she will do her best to do that in future minutes. The Executive Committee draft minutes will go out within two weeks of the meeting for review.

**Protocol for Use of Letterhead:** It was suggested that language be added to the by-laws (section 6.1.9) stating that all correspondence on ABXIII letterhead to be sent under the signature of any board or committee member must be approved in advance by the chair, or vice-chair if the chair is unavailable. The motion was passed with all in favor.

**Conflict of Interest Issue:** There was some confusion over this agenda item, as Mary Ellen had originally excluded it from the draft agenda, and Bill requested that Protocol for reporting conflict of interest be included. Mary Ellen had suggested that since Alan Kerzin was coming to the July board meeting, this might be an opportune time to draft questions related to this issue so that the confusion our board has been experiencing over this issue can be cleared up. Bill wants to stick to the language in the by-laws, which is directly taken from the Lanterman Act. When Mary Ellen inquired with the State Council office about this, she was told it was the board's responsibility to address potential conflict of interest concerns. Rigo suggested we wait for Alan Kerzin to enlighten us.

**Budget:** Mary Ellen provided a synopsis of the current concerns regarding the suggested reductions, but nothing is certain at this point in time.

**Old Business:** Mary Ellen talked about the IEP Day, and the resource guide that was provided to the families in attendance. She will try to get some for all board members.

**New Business:** Sara suggested that a TASK representative present at the September meeting, and will send her information to Mary Ellen. The subject of new member orientation was brought up, and will be placed on the next Executive Committee agenda. Mary Ellen reminded everyone about the 40<sup>th</sup> Anniversary Open House at the Regional Center on July 9<sup>th</sup>, and will send a reminder to all board members as well. Sara requested that upcoming meetings be listed on each board agenda.

The meeting adjourned at 8:00 pm. The next meeting will be August 27<sup>th</sup> at 6:00 at Majors Restaurant, 28870 Old Highway 80, Pine Valley.